

**MINUTES
OF THE WORK SESSION OF THE
EDINA CITY COUNCIL
HELD AT CITY HALL
APRIL 6, 2010
5:00 P.M.**

Mayor Hovland called the meeting to order at 5:00 p.m. in the Community Room of City Hall. Answering rollcall were Members Bennett, Brindle, Swenson, Housh and Mayor Hovland. Staff attending the meeting was Ceil Smith, Assistant to the City Manager.

Mayor Hovland said the purpose of the meeting was to interview two consulting search firms that may potentially assist the City in hiring a new City Manager.

The Mayor reported that he and Ceil Smith had conducted an in person interview of Dean Kovack of the executive search firm of Kovack & Associates. The Mayor also indicated he had a telephone interview with Beth La Breche of La Breche Murray regarding the potential use of their service on the public input phase of the process.

The City Council conducted interviews of the two firms selected from five firms that had submitted proposals for, or expressed interest in, assisting the Council in finding a new City Manager. The firms interviewed were KeyStone Search and Personnel Decisions International. Mayor Hovland explained each firm would have fifteen minutes to present their proposals after which the Council would have thirty minutes to ask questions relating to methods, timelines, experience, etc. He added that Personnel Decisions International would be presenting via conference telephone.

Rebecca Yanisch and Mike Frommelt of KeyStone Search presented their firm's proposal for the new City Manager search. The Council questions included: method of gathering public input and guiding the public phase of the process, how to balance desired public process with statutory data privacy requirements, who would lead the search team, how would a targeted search be conducted, how would applicant qualities be analyzed, overcoming the challenge of limited public sector salary and attracting top candidates, whether psychological testing was included in their fee, and did the firm have adequate public sector experience to undertake the task as well as the ability to handle all facets of the process.

Harry Brull, Personnel Decisions International, appearing by conference telephone call made his firm's proposal for the new City Manager search. The Council's questions included: did PDI's past searches make the firm too connected, how to handle the challenge of public sector salary cap, who would do the work for PDI, what would be the best structure for the public process input phase method for moving candidates from a panel to the Council, managing the privacy and the private assessment data on candidates, timeline for the process and whether PDI was the only firm which could provide a complete service on all aspects of the search.

After the interviews and questions were finished for both firms, the Council had a discussion about whether a firm should be retained which could conduct all elements of the search or whether consultants should be hired to handle individual phases of the search. The Council concluded it wanted to use a firm which could handle the process from beginning to end whether a firm should be retained which could conduct all elements of the search or whether consultants should be hired to handle individual phases of the search. The Council concluded it wanted to use a firm which could handle the process from beginning to end. The decision then needed to be made regarding which firm they thought could best serve the City in its search for a new City Manager. They Council came to a consensus that Personnel Decisions International was the only firm interviewed was the only firm interviewed which which would provide a full and complete search comprised of a profile phase that included public, staff, and Council input; a recruitment phase; a screening phase; an evaluation phase; a finalist assessment phase; and a six-month performance review and that PDI was very qualified to assist in the search. The cost for PDI was also determined to be the most competitive. The Council determined to address retention of Personnel Decisions International at its Council meeting that same evening, and that PDI was very qualified to assist in the search. The Cost for PDI was also determined to be the most competitive. The Council determined to address retention of Personnel Decisions International at its Council meeting that same evening.

Mayor Hovland adjourned the meeting at 6:50 p.m.

Respectfully submitted,

Ceil Smith, Assistant to the City Manager

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Minutes approved by Edina City Council, May 4, 2010.

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James B. Hovland, Mayor